Red Cliff Education Division Newsletter

ECC Family Sliding Day!!

Friday, February 24th, 2012 the ECC will host Family Sliding Day! This event was cancelled last year due to NO SNOW, so we are gearing up full force this year. This event will be held at the sand pit on highway 13 about 8 miles past the Legendary Waters Resort and Casino. This is also where the annual dog sled races start and end. If you need additional directions call the ECC. We will meet families there at 10:00am and also serve lunch at the pitt around 11:00ish. We will not have many tables and chairs with us so please bring a chair if you need one. Also, don’t forget your favorite sleds or tubes. In case of inclement weather we will have an alternative activity scheduled at the ECC for families. But please hope for SNOW! A notice will go home or Family Service staff will contact families to inform them. Call Nicole (ext 253) or Patt (ext 256) with any questions. See you there!

Family SPLASH Swim!

The ECC/LAUNCH program is hosting Family Swimming at the Bayfield Area Rec Center on Saturday mornings. Due to the high number of enrolled families we must break it down into a schedule. Early Head Start Center based families are scheduled for Feb 4th and March 3rd, Home Base families Feb 11th and March 10th, Head Start families Feb 18th and March 17th, and Kindergarten-3rd grade families Feb 25th and March 24th. There are only 30 spots available so you must call Maureen (ext 258) to reserve your family’s spot.

Swim lessons are also available during this time at no cost to families! ECC also provides a light lunch. This is a huge opportunity for those that have never been to the community pool and engage in some physical activity for their family. There are scholarships available for memberships. Call 779-5030 to reserve your spot!!
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<th>Sunday</th>
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<td>Tribal Council Mtg 6pm</td>
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<td>Ojibwe Lang Table 4-6</td>
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<td>Free Health Screenings 9-11 @ Casino</td>
<td>10:30 PowWow</td>
<td>ECC Staff Training 8-4 @ LWRC</td>
<td>Head Start Swimming</td>
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<td>Fond du Lac Tribal College Pow Wow</td>
<td>ECC Closed: President’s Day</td>
<td>Tribal Council Mtg 4:30pm</td>
<td>Dental Varnishes @ ECC</td>
<td>10:30 PowWow</td>
<td>Healthy Choices Support Group 10-11 @ Clinic</td>
<td>K-3 Swimming</td>
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<td>JOM Mtg 4:30</td>
<td>EHS Swimming</td>
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**Sunday, March 4th CHILI Cook-Off**
ECC Jan Family Night
Traditional Storytelling!

MIIGWETCH!!!!!!
Mr Rob
Jim Pete
Mr Jay
KITCHEN!
Agongos News

Namebini-Giizis
(February)

Happy Birthday
Wishes go out to:
Jonova-Feb. 11th
Isobel-Feb. 17

ECC closed on Feb. 20th for Presidents Day
No Home Visits this day.

Home Base Swimming Day will be Saturday Feb. 11 @ 10:00 A.M.
Call ECC to reserve your spot

Mark your Calendar for our ECC Family Sliding Day Starting At 10:00 A.M. Friday, February 24th
Sand Pitt on Hwy 13
(Home Base Socialization)
Wow, it is hard to believe that it is February already! Just a reminder to parents that the first week in March we will be making home visits. Please look for a sign up sheet at the end of the month. Also please make sure to send your child with snow pants, jacket, mittens and boots. We go outside when weather permits. This month we are going to be playing games like So Big, Peek a boo. We would like you to do these things at home and if you already are, please keep doing them! It is a great way to have fun with your child and also increases your child's skills in language, intellectual, social and motor development.

We will be also working on naming some parts of the body. The four main parts that we are going to focus on are: head, eyes, mouth and ears.

- Head—oshtigwaan o-sh-tig-waan
- Eyes—okiinshig o-keen-shig
- Mouth—odoon o-duune
- Ears—otawaganan o-ta-wug-a-non

Please remember you are your child's first teacher! If you have any questions or concerns please feel free to come in and talk to us or call us at 779-5030 ext. 224

Parents: Please remember that class begins at eight o'clock and if you are going to be late to call us and let us know. We really appreciate it. If your child will not be in that day please call us as soon as you know. Ext 224

Thank you,
Wendy, Jamie, Fred
Namibini Giizis

Amik Abiwin

What We Did:
With the nice weather we will be getting out as much as possible. I want to thank all the parents for making sure your little ones have all their outdoor gear. We are loving it in the woods and playground.

What We Are Doing Now:
We are almost all two which means we are very busy and

we have lots of things planned to keep our hands and minds busy. Lots of arts and table activities as well as sensory things.

Katy and her family welcome a new little girl to their family, Hazel Elise. Congrats guys!!

What We Will be doing: Now that we are all close to two or two we have many wants and needs; in the classroom we are working on using our words to tell the teachers and our friends what we want like “Daga” Please, “Noogishkaan” Stop “Gego” Don’t and a variety of phrases to help us get along. We are very busy and our attendance has been good please do your best to keep it that way. Mii-gwech and way to go moms and dads!!!!!

~Corky & Jeannie
BOOZHOO FAMILIES:
This past month we have been working on winter and shapes. We play a
game hot and cold and the children are able to act them out. The children
made snowshoes—laced them and tried them on. We also brought in
some actual snowshoes that they tried on in the snow. They loved walking
in them all around the playground.

We worked on shapes too. All children know at least 2 shapes and some
even know more than 3. WAY TO GO!
Parents make a game out of finding shapes around the house and include
learning the colors.

Colors: The book of the month was Brown Bear Brown Bear. The chil-
dren are beginning to recognize colors and practice using the magnet/
flannel boards using the animals.

For February, we will focus on Valentines and Nursery Rhymes.
If you have any thing you would like to contribute to these
lessons, let us know! :0)

HAPPY BIRTHDAY ERIC who will turn 3 on Feb. 11th.

Ojibwe words for the month are:
Carrot  okaadaak
Book     mazina’igan

Parents: we really love having your children in our class! They have
grown so much, learned a lot, and make us very happy! Be proud of
them and cherish every minute.

Karen and Teresa
ESIBAN NEWS

We are going to be doing an under the sea theme for the month. We will be learning about what kinds of fish and other water animals like turtle, crabs that live in the ocean.

Here is what we did for our dinosaur month

Found dinosaur fossils
Played with dinosaur felt board

Made long neck dinosaurs
Made sun catcher dinosaurs

Amber & Shenna
This month our class will be learning about community workers and what their roles are. We will also be working on valentine activities, letters, numbers, counting, patterning, comparing and reading.

Math
Grouping: Classifying,
Patterning: Identifying,
Patterning: Counting & Order & Comparing

Second Step:
Objectives on how feelings change, accident, what do they mean and on purpose.
Safety, strangers and always ask first rule.

Children will prepare and cook dinosaur food for our classroom meal.

A Cohort student will be in the Migizi Classroom to teach ways to do math.

Ms. Diann, Ms. Patsy, Ms. Tracy
Ma'iiingan News

What's New....
Hello Parents!

It's hard to believe that February is already upon us and winter is in full effect. We would like to remind you to please send the following items with your child each day:

- Winter Jacket
- Snow Pants
- Warm Mittens
- Warm Hat
- Winter Boots

We go outside each day that the weather allows. The children truly enjoy their outdoor time! On days we are unable to go outside, we make use of the large motor room for tumbling and playing in the tunnels. The kids love it!

Friendly Reminder:

We want to remind everyone that toys/stuffed animals from home are not allowed in the classroom. This policy is in place to avoid items being damaged or stolen as well as from becoming a distraction in the classroom. We thank you in advance for your cooperation.

We look forward to another fun month in the Ma'iiingan Room.

Please feel free to contact Linda, Alicia and Beth at ext 245.

Happy Valentine's Day!

What's Happening....
This month we will be celebrating Valentine's Day in many ways. We will be taking a field trip to the Northern Lights Nursing Home in Washburn on Tuesday, February 7th. We will be making Valentine's Day cards to bring to the residents. The children will be singing some of their favorite songs while they are there as well.

After Valentine’s Day we will begin a new unit on Community Helpers. If you know anyone in the community who would like to visit our classroom and talk about their role in the community, we would be happy to have visitors and learn something new!

Have a great month everyone!!!!

Newsletter

February 2012

February Birthdays:

Christopher:
02/19/2007

Happy Birthday
Christopher!!!

Ojibwemowin for February:

Giin gi onizhishi—
You're pretty

Wiin nininoshen—
He/she is my sweet heart

Gizaan—
I love you.
Mashkodebizihiki Room

Boozhoo. We are having a great time outside, especially on the big hill that the plowed snow has made. The kids are having a great time using their muscles and helping each other get up and down the hill.

We went on a field trip to the visitor’s center and the kids had a great time exploring and learning new things. We were also able to watch a movie in the theater which was a neat experience for a lot of the kids. We will be going on another field trip to the nursing home in Washburn on Valentine’s day. The kids are going to make cards and deliver them to the residents. We want to share a bit of the kindness and respect that we practice here at the head start with some of our elders.

Valentine’s day is on a school day again this year so we will be passing out valentines right away when they get off the bus in the morning because of the field trip. The kids do not have to bring valentines or treats to pass out but they may if they want to. If your child does bring something to pass out please only write who it is from. It makes it easier than reading names and making sure they get into the proper bags.

We have seventeen children in the class. Treats to eat are welcome but healthy choices are encouraged. Jello cups, string cheese, yogurt and crackers are good alternatives to cupcakes and cookies.

We are studying biboon and zoogipo for most of February. We have a lot of fun things planned for the kids. Please be sure to check your child’s backpack regularly for notes and art work.

We will be contacting everyone to set up a home visit for the months of March and April.

Enjoy the snow!!

Ms. J, Ms. Virginia and Ms. Jenn
NEWS FROM DOIE

Yay!! It's February and that means winter is almost over!! Although some would argue that winter never really started!!

The DOIE grant is a 4 year grant and we are currently operating in year 3. This means that we have at least one more year of continued funding until we have to submit an application for national competition.

The DOIE grant is focused on providing kindergarten readiness activities for the children through culturally appropriate activities.

We are currently providing cultural activities to the children through Mr. Jay! He is working with the Head Start children and teachers in their classrooms on Tuesdays and providing a bilingual puppet show on Wednesdays! The children really enjoy the puppet shows which range from the Gingerbread Man to how Gaag got his quills!

Feel free to come and join us on Wednesdays for the puppet shows from 10:45 to 11:00 and stay for lunch with your child!

The DOIE grant also funds extra teachers in each classroom in order to reduce the teacher to child ratio. This provides extra care and attention that each child receives while attending the ECC.

In addition, the DOIE grant provides small group instruction for those children who will be graduating from the Head Start this year so they can succeed in Kindergarten and the rest of their educational careers!

So far this year, the DOIE grant has contracted with parents to provide Manoomininikewin (wild riceing) and Mashkiigiminikewin (cranberry harvest) demonstrations!

We are currently looking forward to the SUGARBUSH and hope to provide similar demonstration activities for the children.

Remember! The ECC has an open door policy and you are always welcome to

NEWS FROM ANA

The ANA Ojibwe language project is currently in its second of three years. This project is dedicated to providing Ojibwe language immersion to children in the Head Start!

The immersion techniques applied are age appropriate and we are finding additional ways to provide Ojibwe language instruction to the future generations of Red Cliff.

Leonard and Mary Moose continue to provide us with invaluable fluent speaker viewpoints and are working on “beefing” up our curriculum with cultural teachings.

These teachings will then be interpreted into activities for use in the classroom by the teachers with different age groups of children. For example, the children in the Waabooz room will be doing different activities than the children in the Amik room.

The ANA project is also holding weekly language tables for the parents and families of the children in these two rooms every Wednesday.

These language tables are held in the Mikinaak room (large motor) and we are filling the room up! We are looking at different places to hold our language tables to accommodate more people!

We will discuss these changes at the next language table to insure that it works for our parents and families and instructors to make this change.

With more room to learn we can teach more people!

The purpose of the language table is to provide Ojibwe language instructions and teachings to parents and families so that they can speak Ojibwe with their children at home!

Please greet everyone you meet with the word BOOZHOON and enjoy the weather!

Giga waa ba min!

Please visit www.ojibwemowin.com for an online Ojibwe dictionary!
Red Cliff Tribal Community Survey

The Tribe is developing a grant application to the Administration for Native American's (ANA) – Social and Economic Development Strategies (SEDS) program for the next funding cycle and needs your help!

ANA – SEDS funds community based projects to promote economic and social self-sufficiency for American Indians and safeguard the health and well-being of Native Americans by strengthening Native American families and decreasing the high rate of social challenges to preserve Native American cultures.

The Tribe wants to develop a grant to provide cultural educational activities and teachings to the tribal community to increase the sense of well-being and pride of our children and young adults.

These educational activities will be designed to enhance the services for children attending the Red Cliff Early Childhood Center and/or the Bayfield High School and intends to provide education about the Red Cliff Tribe’s history, culture, and traditions to the community!

With your help we can develop a grant proposal to the ANA – SEDS program that can make a difference in our community! (SEDS grants can be 1 - 3 years long!)

Please take the time to fill out this survey to help us plan for future education activities for the Red Cliff Tribal Community!! If you fill out the survey and return back to Reggie, Bette Bonney or Maureen Ekelund at the Early Childhood Center by Feb. 15th your name will be put into a special drawing held Feb. 16th. For more information call Reggie at 715/779-5030 ext. 233
1. Circle the top 4 cultural activities your family would like to learn how to do:

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<th>Sugarbush</th>
<th>Storytelling</th>
<th>Beadwork / applique</th>
<th>Survival skills</th>
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<tr>
<td>Cradle Board making</td>
<td>Raw hide / drum making</td>
<td>Lodge / Wigwam building</td>
<td>Traditional Ojibwe games</td>
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<td>Birch Bark Gathering / Basket making</td>
<td>Trapping / Tanning hides / clothes making</td>
<td>Plant gathering and uses</td>
<td>Weaving (basketry, mats, sashes, etc.)</td>
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2. Would you or someone in your family be able to attend in depth teachings (a week or more from start to finish) about any or all of these cultural activities?  YES or NO

3. Would your family be able to attend one- or two-day workshops or demonstrations on any of these activities?  YES or NO

4. Does your family currently participate in any of these cultural activities?  YES or NO

5. Would your family be able to help teach any of these cultural activities?  YES or NO

6. Are there any other cultural activities that your family does or would like to do? What are they?  

Please put your name and contact information here if you wish to help: ____________________________

7. Can you read and/or write the Ojibwe language?  YES NO or Little Bit
8. Can you understand spoken Ojibwe language?  YES  NO  or  Little Bit

9. Can you speak the Ojibwe language?  YES  NO  or  Little Bit

10. How would you rate your level of Ojibwe language knowledge: Please Circle Letter

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<th>Fluent Speaker</th>
<th>described as a first language speaker or conversationalist</th>
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<tr>
<td>A</td>
<td>Advanced Speaker</td>
<td>can hold conversations with advanced and fluent speakers</td>
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<tr>
<td>B</td>
<td>Intermediate Speaker</td>
<td>can understand and give basic commands, discuss weather</td>
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<tr>
<td>C</td>
<td>Beginning Speaker</td>
<td>can count to 10 in Ojibwe, knowledge of animal/plant names</td>
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<td>D</td>
<td>Still Learning / No Knowledge</td>
<td>uncomfortable speaking but can name a few animals/plants.commands</td>
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11. What is your preferred method of participating in Ojibwe language activities: Please Circle One

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<th>One-on-One Instruction</th>
<th>Weekly Language Table</th>
<th>Monthly Language Fair</th>
<th>Quarterly Workshops</th>
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12. Do you or your family participate in the annual Red Cliff Pow-wow?  YES  NO

13. Would you like to participate in the annual Red Cliff Pow-wow but don't know how?  YES  NO

14. Would you be willing to learn how to dance and/or make pow-wow outfits?  YES  NO

15. In a few words, what is the biggest social problem the tribe is facing today?
Child Care Program is in Need of Providers and Subs

We have many parents that are in need of Child Care Providers. It is a great way to earn a little cash and take care of our precious jewels (children) in our community. The CCDF Program also provides Early Childhood Training.

Please contact Kim Gordon between the hours of 8:00 to 4:30. If not there, please leave a message.

Child Care Providers Needed

Need in home providers

Make your own schedule.

Red Cliff Early Childhood Center
89830 Tiny Tot Rd.
Bayfield, WI 54814
Tel: 715-779-5030 Ext 251
Notice parents

Each year both head start and early head start programs have to come up with a non federal share of each of our grants. **We call this inkind.**

Inkind can be any assistance, services and donations that you give to each of our programs.

*By signing in as you walk into your child’s classroom you are giving us inkind!!!!*

*By signing these forms you are also adding your name to a monthly raffle!!!*

In the next couple of weeks we will be reviewing inkind forms and each time your name is on a form...... that is the number of times your name will be added to the raffle!!!!!!

**THE MORE TIMES YOU SIGN IN, THE BETTER CHANCE YOU HAVE IN WINNING THE RAFFLE**

The first raffle will be a GAS Card!
The next time you are at the ECC remember to sign in and could be a winner!!!!!!!!!
The Red Cliff Early Childhood Center is required to provide a non-federal share of in-kind for the HS and EHS

In kind is donated goods and services.
Fiscal Year July 1, 2011 to June 30, 2012
HS needs $195,093
EHS needs $168,095.00

Volunteers for the program may include: (but not limited to)
HS/EHS parents, relatives and friends
College students
Community representatives
Service providers
Special speakers for staff trainings, parent trainings, family nights, and socializations

What is In kind?

Volunteer services may include: (but not limited to)

Volunteering in the classroom and on the playground
Attending field trips
Attending parent activities and presentations
Home visits for home base families
Donations of cash, office and classroom, & programs supplies
Professional services such as speech therapy, medical and dental services
Helping put items together (furniture, cabinets, bulletin boards)
Helping with maintenance (shoveling, cutting grass, plowing)

All center in-kind forms need to be signed and dated by the volunteer and a center staff member. The amount of goods and services provided must be on each form. If you have questions regarding in-kind call the ECC at 715-779-5030
HOW TO GET YOUR CHILD’S HEALTH RECORDS

Dear Parents/Guardians:

Boozhoo! I hope your “school year” is going well!! 😊

The ECC needs health and dental checks on all the children that we serve. It is your responsibility to get your child(ren)’s records to us. There are two ways you can do this! First, though, be sure you’ve filled out a release form and have given it to us. A blank one was sent to you or was in your enrollment packet.

1. Ask for a copy of your child’s health/dental paperwork when you’re at the clinic for the health or dental check. Then give it to the ECC.

OR... If you’ve already left the clinic and forgot to ask for the record...

2. Call your clinic. Ask for “medical records.” Say who you are. Say “you should have a release form on file; please send (child’s name) records to the Red Cliff ECC.” (If you have turned in a health release form to the ECC, your provider has a copy that we have sent them).

Handy phone numbers:

Chequamegon Clinic: 685-6600

St. Mary’s Duluth Clinic in Ashland: 685-7500

Main Street Clinic: 682-5601

Red Cliff Community Health Center (and dental): 779-3707 (779-3096)

Washburn Family Dentistry: 373-2612

TLC Clinic (dental): 685-2200

We are happy to help in an emergency or when other issues keep you from doing these things!!! 😊 In such cases call me at 779-5030 EXT. 254. Judy EXT. 252

Chi-miigwetch. Susan Haas Judy Ludwig
ECC Spring Conferences are the week of **March 5-8, 2012**.

Your child’s teachers will be contacting you to set up a conference time. Conference times are available from 2:00 – 4:00, unless other arrangements are made with your child’s teachers.

See you then!
Chili Cook-off Fundraiser

Proceeds raised will help with the purchase of school supplies and other educational needs for Native American students attending ECC and the Bayfield School

Sponsored by the Johnson O'Malley Parent Committee

Cost: $2.00 per person or $5.00 per family
Date: Sunday March 4, 2012
Location: Red Cliff Youth Center
Time: 11:30—2:00

People Choice for best Chili, .25 per vote Attendees will receive a Complimentary ticket

Fry Bread & Beverages will be Available to purchase

50/50 & Chinese Raffle

Contact the Red Cliff Education Department for more information
(715) 779-3706
Think you’ve got a chili recipe that will blow everyone away? Come out and compete for a prize and bragging rights! Let’s have some fun!

Johnson O’Malley Parent Committee Chili Cook off Fundraiser. Proceeds to be used for school supplies and other educational activities for Native American students in the Bayfield School and ECC.

Date: Sunday March 4, 2012

Place: Red Cliff Youth Center

Set-up time: 10:30 need to be set up by 11:15

Event time: 11:30—2:00

Entry Fee: $5.00 due by Friday March 2, 2012 12:00 p.m.

Awards: People Choice--3 winners

Please fill out and return with your entry fee (due by 12:00 p.m. Friday March 2, 2012) to:
Red Cliff Education Department 88385 Pike Road Highway 13 Bayfield, WI 54814
 Checks payable to the Red Cliff Education Department.

Name: ________________________________
Address: ______________________________
Phone: ________________________________
E-Mail: ________________________________

The complete chili cook-off rules/guidelines will be provided to you once registered.
For more information contact the Red Cliff Education Department at (715) 779-3706
The Gizhaawaso Project

- Are you a young woman between the ages of 16-21?

- Are you interested in talking privately with a nurse about the choices young women have to make about their life and health?

- Are you interested in how traditional Ojibwe teachings and ceremonies can help young women be healthy and strong?

- Are you interested in learning more about what young women can do to help babies be born safe from alcohol?

- If you want to learn more about how you can be a part of a research project that plans to learn more about what young women can do to make healthy choices for themselves and to help babies be born safe from alcohol, please contact:

  Erin Tenney or Jennifer Boulley at 715-779-3707
  or
  Michelle Sarche at 303-724-1460
Fond du Lac Tribal and Community College
Biboon Fest Pow-wow

Grand Entry:
1:00 & 6:00pm

Registration:
12:30-1:30pm

Drum Split:
$2,500

Honorariums:
First 200 Dancers

Sunday February 19th, 2012
Fond du Lac Tribal and Community College
Gymnasium

Host Drum: Cedar Creek
Spiritual Advisor: Dan Jones
Emcee: Jeff Savage
Arena Director: Charlie Smith
FDL Color Guard

For more Info call
(218) 390-1106
This event is free and open to the public.

Vendors: $20 per table
(Indian arts and crafts only)
No Drum Hopping.
Min. 5 singers per drum.

Feast: 5-6p.m.
Raffle: 50/50
Specials and Spot Dances.

Sponsored by FDLTCC student life. Organized by Anishinaabe Student Congress. FDLTCC is not responsible for thefts, accidents, or divorces.
Alcohol and drugs are strictly prohibited!!
FREE HEALTH SCREENINGS!

Blood Pressure
Blood Sugar
Cholesterol

Wednesday, February 15, 2012
9:00am to 11:00am

Legendary Waters

For more information contact Janet Hillert or Carolyn Maunu at 715-779-3707

Sponsored by the Red Cliff Community Health Center
Red Cliff Area Youth Martial Arts Presents:

狼

Wolf Style Warrior Art

Instructor: Tony Bondioli, Red Cliff Public Health Nurse

Who: Boys and Girls, ages 10 to 14
What: Real-world self-defense & honorable warrior ethics
Where: Bayfield School Cafeteria
When: Every Thursday, from 3:30 to 5:00 (beginning Feb. 16th)

—Have fun learning valuable physical skills while developing noble warrior virtues—

CLASSES ARE FREE !!!

For more information, call Tony Bondioli at 715-779-3707 x261
Or visit www.wolfstyle.org
You're Invited

NORTHLAND COLLEGE

Kendrigan Gymnasium
Sunday, February 12, 2012
3:00 p.m.

The ZuZu African Acrobats include three semi-finalists from

America's Got Talent!

The show includes drumming, balancing acts, eye-popping acrobatic feats and much more!

Northland student, Noel Cockney, will open the event with an exciting demonstration of the Inuit traditional Northern Games.

Event Sponsors

A.D. and Mary Elizabeth Andersen Hullings Distinguished Chair, Native American and Indigenous Culture Center, Northland College Multicultural Office, Office of Residential Life, Office of Academic Affairs, Office of Admission, and the Athletics Department

For more info call (715) 682-1344 or kwerchouski@northland.edu
Attention Red Cliff Home Owners

The Red Cliff Tribal Environmental Department is offering a free indoor air quality inspection.

Inspection will look for Moisture, Carbon Monoxide, Venting, and overall air quality within your home. We will recommend simple solutions to some basic moisture and mold problems.

Mobile Homes, Housing Units, Offices,
Any Home you suspect a problem may exist is eligible. Funding for this service is limited so please sign up early.

Information collected will be provided to the homeowner and used as a reference for future funding applications to directly address indoor air quality problems.

Contact Mike Balber, Red Cliff Environmental Dept.
715-779-3650
Take Action to Improve Air Quality in Every Room

Asthma is a serious, sometimes life-threatening respiratory disease that affects the quality of life for millions of Americans. Environmental asthma triggers are found around the home and can be eliminated with simple steps:
- Don't allow smoking in your home or car.
- Dust and clean your rooms regularly.
- Clean up mold and fix water leaks.
- Wash sheets and blankets regularly.
- Use allergen-proof mattresses and pillow covers.
- Keep pets out of the bedroom and off soft furniture.
- Control pests: close up cracks and crevices and seal leaks; don't store food out.

Mold can lead to allergic reactions, asthma, and other respiratory ailments.
- Mold can grow anywhere there is moisture in a house.
  - The key to mold control is moisture control.
  - If mold is a problem in your home, you should clean up the mold promptly and fix the water problem.
  - It is important to dry water-damaged areas and items within 24-48 hours to prevent mold growth.

Children are especially sensitive to secondhand smoke, which can trigger asthma and other respiratory illnesses.
- Secondhand smoke: smoke comes from burning tobacco products such as cigarettes, pipes, and cigars.
- To help protect children from secondhand smoke, do not smoke or allow others to smoke inside your home or car.

Radon is the second leading cause of lung cancer:
- Radon gas enters your home through cracks and openings in floors and walls in contact with the ground.
- Test your home with a do-it-yourself radon test. If the test result indicates you should fix, call a qualified radon mitigation specialist.
- Ask your builder about including radon reducing features in your new home at the time of construction.

VOCs cause eye, nose, and throat irritation, headaches, nausea, and can damage the liver, kidney, and central nervous system.
- Volatile organic compounds (VOCs) are chemicals that evaporate at room temperature. VOCs are emitted by a wide array of products used in homes including paints and lacquers, paint strippers, varnishes, cleaning supplies, air fresheners, pesticides, building materials, and furnishings. VOCs are released from products into the home both during use and while stored.
- Read and follow all directions and warnings on common household products.
- Make sure there is proper air circulation and ventilation (e.g., opening windows and using fans) when painting, remodeling, or using other products that may release VOCs.
- Never use products, such as household cleaners, unless directed to do so on the label.
- Store household products that contain chemicals according to manufacturers' instructions.
- Keep all products away from children.

Carbon monoxide causes headaches, dizziness, disorientation, nausea and fatigue, and high levels can be fatal.
- Carbon monoxide causes headaches, dizziness, disorientation, nausea and fatigue, and high levels can be fatal.
- Use appliances that vent to the outside whenever possible.

Nitrogen dioxide causes eyes, nose, and throat irritation, impairs lung function, and increases respiratory infections.
- Sources include: indoor use of furnace, gas stoves, inhaled tobacco and gas space heaters, leaking chimneys, and tobacco products.
- Make sure there is proper air circulation and ventilation (e.g., opening windows and using fans) when painting, remodeling, or using other products that may release VOCs.
- Never use products, such as household cleaners, unless directed to do so on the label.
- Store household products that contain chemicals according to manufacturers' instructions.
- Keep all products away from children.

Visit www.epa.gov/iaq
12 Kids' Symptoms You Should Never Ignore

By Kristyn Kusek Lewis

When you become a parent, you earn a medical merit badge of sorts. Whether you're sopping up a goopy nose or extracting a dangling-by-a-thread baby tooth, eventually few things faze you. But sometimes it's tough to tell what warrants a call to your doctor's office: Which temperature actually classifies as a "high fever"? What kind of tummy ache means your child has more than your average stomach bug? And when something truly frightening happens -- say, your child suddenly breaks out in hives -- should you call your pediatrician or head straight to the E.R.?

"Parents should always err on the side of caution and seek immediate medical care when they're worried about something," says Anita Chandra-Puri, M.D., a pediatrician at Northwestern Memorial Physicians Group, in Chicago, and a spokesperson for the American Academy of Pediatrics. However, to give you more specific guidelines to follow, we talked to top pediatricians about the 12 symptoms that always require medical attention.

**Symptom #1:** A fever that's 100.4°F or higher in a baby younger than 3 months; higher than 101°F in a baby 3 to 6 months; or higher than 103°F in a child 6 months to 2 years
Pediatricians stress that when fever strikes, the number on the thermometer isn't as important as your child's disposition. The one big exception: infants under 3 months old, who need immediate medical care if fever rises to 100.4°F. "If their fever is caused by a bacterial infection like a urinary-tract infection, it could quickly spread through the body," says pediatrician and Parents advisor Jennifer Shu, M.D., coauthor of *Heading Home With Your Newborn: From Birth to Reality*. "It's usually just a common virus causing the symptoms, but we have to check it out to be sure." It's important to call your doctor right away; if it's after office hours, be on the safe side and head straight to the E.R. In kids older than 2, fevers aren't urgent as long as your child appears to be well hydrated and acting normal. Call your pediatrician for guidance.

**Symptom #2:** A fever that doesn't go down with treatment, or that lasts more than five days
If you've given your child a fever reducer like acetaminophen or ibuprofen and the number on the thermometer doesn't budge within four to six hours, call your pediatrician. This is a sign that the infection may be too strong for the body to fight off, and your doctor may want to do a thorough examination to determine the cause. A fever caused by a common virus like cold or flu typically goes away within five days. One that hangs on longer -- even when it's low-grade (100.4°F) -- may be caused by an infection like bacterial pneumonia, which requires antibiotic treatment, explains Alanna Levine, M.D., a pediatrician at Orangetown Pediatrics, in Tappan, New York.

**Symptom #3:** A fever that's accompanied by a stiff neck or headache or a rash that's either bruise-like or looks like tiny red dots
Call your doctor -- these can be signs of meningitis and need immediate attention.
12 Kids' Symptoms You Should Never Ignore

**Symptom #4:** A rash that resembles a bull's-eye or consists of tiny red dots that don't disappear when you press the skin, or excessive bruising
A ring-shaped rash with a pale spot in the center can signify Lyme disease. Get help right away if you see pinpoint-size spots under the skin, which can signal many serious conditions. Any inexplicable, widespread bruising may be a sign of a possible blood disorder. In addition, a splotchy rash, often a little raised, may be a sign of an allergic reaction. If your child also has difficulty breathing or is agitated or lethargic, she should be checked immediately by a doctor.

**Symptom #5:** A mole that's new or changing
Keep tabs on your child's moles, especially any that she's had since birth, because those have a higher risk of becoming malignant, says Parents advisor Ari Brown, M.D., a pediatrician in Austin and author of *Baby 411*. Do a monthly skin check during bath time. Alert your doctor if you notice a mole that's irregularly shaped, has ragged borders, is not all one color, or is raised. All of these are signs of a potential skin cancer.

**Symptom #6:** Stomach pain that's on the lower right side, or that's sudden and crampy and comes and goes
If your child has pain on the lower right side, ask him to jump up and down -- if it's excruciating for him to do so, it can be a sign of appendicitis. Although the appendix is on the lower right side of the abdomen, the pain caused by appendicitis can start around the belly button and migrate to the right. "With a normal stomach virus, there's typically fever, then vomiting, then stomachache and diarrhea," says Dr. Brown. "With appendicitis, it's sometimes diarrhea, then abdominal pain, then vomiting, then pain, then fever." If you notice these symptoms, call your doctor -- appendicitis progresses quickly and it's most effectively treated when caught early.

**Symptom #7:** A headache that occurs in the early morning or wakes her up in the middle of the night, or that's accompanied by vomiting
These could be signs of a migraine. Your doctor can determine the appropriate treatment. Migraines in kids are not dangerous, and tend to run in families. However, morning and middle-of-the-night headaches can also be a signal of something more serious, and that's why you want to see a doctor right away.

**Symptom #8:** Dry mouth and lips, decreased urination, a flat fontanelle (in an infant), dry skin or skin that stays bunched when you pinch it, or excessive vomiting or diarrhea
These signs are all associated with dehydration and need to be treated fast because dehydration can lead to shock. Call 911 or get to the hospital if you think your child is nearing this stage. Otherwise, call your doc and try to get more fluid into your child.
12 Kids' Symptoms You Should Never Ignore

Symptom #9: Blueness or discoloration around the mouth; labored breathing where you can see your child sucking in his chest and abdomen; or panting, grunting, or a whistling sound when breathing. "Breathing problems are more worrisome when the sounds come from the chest and lungs, not the nose," says Dr. Shu. Critical breathing issues are often due to choking, an allergic reaction, an asthma attack (which can occur in kids as young as a few months old), pneumonia, whooping cough, or croup. Seek help right away or call 911. If it's not obvious that your child is having serious trouble, check his respiratory rate. Count each breath taken in for 30 seconds and then multiply by two. A normal rate is less than 60 for newborns; less than 40 for babies under 1 year; less than 30 for 1- to 3-year-olds; and less than 24 for 4- to 10-year-olds.

Symptom #10: Swollen tongue, lips, or eyes, especially when accompanied by vomiting or itchiness. These often signal a serious allergic reaction (anaphylaxis). Symptoms may include swelling, breathing problems, and severe hives and need immediate attention. Call 911 and, if possible, give your child a shot from an EpiPen or a dose of an antihistamine like Benadryl in the meantime. For less severe reactions, call your doctor and ask about giving an antihistamine to quell symptoms.

Symptom #11: A fall when your child is less than 6 months old, or has obvious neurological changes like confusion or loss of consciousness, or that causes vomiting and/or any damage to the body, such as broken bones. These emergency situations must be addressed by a doctor -- so head to the nearest medical facility. Falls are generally not problematic in kids older than 6 months if they only fall the distance of their height and don't land on anything hard or sharp.

Symptom #12: A cut that gapes open widely enough that you could stick a cotton swab in it, or that doesn't stop bleeding within a few minutes of applied pressure. These are signs that your child needs medical attention (and perhaps stitches, skin glue, a butterfly bandage, or staples). Depending on the severity of the injury, your next step should be to either call 911, go to the E.R., or call your pediatrician. You should also always see your doctor if an animal bites your child or if another child bites your child and breaks the skin.
Discover the possibilities at Wisconsin Indianhead Technical College

Wisconsin Indianhead Technical College offers flexible learning options to help you prepare for a career in Early Childhood Education, learn new skills or upgrade existing ones.

- **Early Childhood Education Associate Degree**
  Earn your degree in one to two years through online classes, daytime or evening classes and some Saturdays.

- **Professional Credential for Preschool Teachers**
  This credential is designed to stand alone or to enhance the coursework of the Early Childhood Education associate degree program.

- **Professional Inclusion Credential**
  Gain additional skills, knowledge, strategies and best practices to work with children who have behavioral and emotional challenges and special health care needs.

- **Professional Credential for Child Care Administrators**
  In-depth training on effective leadership and administrative roles for current administrators and staff in early care and education settings.

- **Professional Credential for Infants/Toddlers – Fully Online**
  Gain knowledge of the unique skills and experience needed to provide nurturing, stimulating, high-quality infant and toddler care. As an online student, you’ll have the flexibility to attend class anywhere you can find a connection.

For information call Admissions Advisor Karen Hoglund at 715.682.4591, ext. 3195. Or log on to witc.edu/earlychildhood.

WITC-Ashland
2100 Beaver Avenue
Ashland, WI 54806

It’s a future of possibilities

Want to work with children and earn a college degree, while being able to balance a job and family? WITC-Ashland has an evening program for you!

**WITC Early Childhood Education**

**Evening Associate Degree Program at WITC-Ashland**

- WITC-Ashland’s flexible program offers you an associate degree by enrolling in the evening Early Childhood Education program. Attend classes at night and online and get your associate degree in Early Childhood Education in two years or less.

- OR ... upgrade your current skills through the Wisconsin Professional Preschool Credential. All five of the required classes for this credential are part of our associate degree.

- WITC offers flexible learning options to assist you in meeting your educational goals, as they relate to YoungStar.

- Take your education further by transferring your associate degree to earn your bachelor’s degree. See witc.edu/earlychildhood for an up-to-date list of partner colleges and universities.

- For information call Admissions Advisor Karen Hoglund at 715.682.4591, ext. 3195. Or log on to witc.edu/earlychildhood.

WITC-Ashland
witc.edu • 800.243.9482
WASHINGTON – Native American entrepreneurs have a new tool to help determine if they’re ready for business ownership and to help them get started. *Native American Small Business Primer: Strategies for Success* is a free, self-paced online business course developed for Native American business owners. The course provides an overview of basic business principles and makes them aware of the programs and services available from the U.S. Small Business Administration.

“*Native American Small Business Primer: Strategies for Success* will enhance the agency’s effort to provide important resources for emerging Native American entrepreneurs,” said SBA Administrator Karen Mills. “Our ultimate goal is to help create jobs and stimulate economic and business development in our Native American communities. This course is an essential business development tool for the entrepreneur’s toolbox.”

The new online course emphasizes business planning and market research as essential steps to take before going into business; informs Native American entrepreneurs about the legal aspects of starting a business, including the type of ownership (legal structure) and licensing; and provides key information on seed money for starting up, raising capital, and borrowing money. In addition, there is a section on how to estimate business start-up costs that can help assess the financial needs of going into business.

The course is available from the SBA’s Online Small Business Training web page under Online Courses for Starting Your Business at [http://www.sba.gov/content/online-courses-starting-your-business](http://www.sba.gov/content/online-courses-starting-your-business).

SBA’s Office of Native American Affairs works to ensure that American Indian, Alaska Natives and Native Hawaiian communities have full access to all SBA programs and services. Each year, more than 200,000 American Indian and Alaska Native and 29,000 Native Hawaiian-owned businesses add billions to the American economy.

Course participants completing the online training programs can earn a certificate of completion from the SBA, with their name, date and course title. *The Native American Small Business Primer* course is one of nearly 30 online tutorials offered by the SBA’s Online Business Training ([www.sba.gov/training](http://www.sba.gov/training)). Free courses are offered on Starting a Business, Managing a Business, Financing a Business, and Contracting.

**SBA can also help pair new business owners with expert advisers, counseling and mentoring services through an SBA representative or resource partner about management assistance, financing options, or participating local SBA lenders.**
AGENDA
Friday, April 6, 2012
3PM-7PM: Registration - Meet & Greet
7:30PM: AA Speaker
      Pam A., Mahnomen, MN
9:30PM: DJ/Karaoke

Saturday April 7, 2012
8:30AM: AODA Workshop
10:30AM: Alanon speaker
         Mary F., Mahnomen, MN
1PM: Ojibwe Storytelling
      James Pete, Red Cliff, WI
3PM: Closed AA Meetings
5:30PM: Banquet
7PM: AA Speakers;
       Kevin M. Minneapolis, MN
       Neil K. Hudson, TX
9:30PM: Dance, live music

Sunday, April 8, 2012
9AM: AA Speaker
     Mike M. Maple Plain, MN

ADDITIONAL LODGING:
Winfield Inn and Gardens
(3 miles from LWRC)
225 E Lynde Ave Bayfield, WI (715) 779-3252
Rooms available @ 65.00 per night.

The Bayfield Inn
(1 miles from LWRC)
20 Rittenhouse Avenue Bayfield, WI
(715) 779-3363
Rooms available @ 60.00 per night.

Red Cliff’s 1st
Sobriety Round-Up
April 6-8, 2012
Legendary Waters Resort & Casino
Red Cliff, WI

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20 Rittenhouse Avenue Bayfield, WI
(715) 779-3363
Rooms available @ 60.00 per night.

Make sure to mention “Red Cliff Round-Up” when booking your room to receive these discounted rates.

REGISTRATION FORM

One form per person. Please print clearly.

Name: ____________________________

Tribal Affiliation: ____________________________
Mailing Address: ____________________________
Phone: ____________________________ Email address: ____________________________

Registration Fees:
General: $20.00
General + Banquet: $35.00
Banquet only, per person: $15.00

TOTAL: ____________________________

Payment options (check one):
__ Check/Money Order (enclosed) made payable to Red Cliff Sobriety Round-Up
__ Pay Cash/Check on arrival

Send registration & payment to: Red Cliff Round-Up c/o Daaky Blake P.O. Box 451 Bayfield, WI 54814
JOB DESCRIPTION

POSITION: Business Office Clerk

NON-EXEMPT POSITION

LOCATION: Red Cliff Community Health Center

REPORTS TO: Health Center Administrator
             Business Department Supervisor

SCHEDULE: Full Time, Forty Hours per Week

WAGE: $8.00-9.00 depending upon qualifications

GENERAL:
This position is one of several personnel who perform support service within the clinic. The business office clerk is responsible for assisting with basic business office functions within the Red Cliff Community Health Center.

DUTIES AND RESPONSIBILITIES:
1. Prepare billing claims using information extracted from the electronic medical record in preparation for submission to third party payors.
2. Manage claims designated “beneficiary client” to capture accurate value of uncompensated care.
3. Assist with researching denied claims per the denial management policy.
4. Process accounts designated for collection per policy.
5. Assist with compilation of information necessary to complete FQHC cost report.
6. Monitor aged receivables report and follow up on claims as needed.
7. Record incoming payments per cash receipt policy.
8. Complete all provider credentialing with insurance companies and keep provider credentialing files current.
9. File correspondence into the billing records.
10. Complete monthly, quarterly, and annual reports as required by Health Center Administration, and regulatory bodies. Maintain a record of all supporting documentation as required.
11. Participate in quality assurance and other efforts that assure appropriate care and services.
12. Adheres to and supports facility policies, programs and activities.
13. Maintain strict confidentiality and safeguard the privacy of patients in common areas of the clinic.
14. Present a professional, caring image for the Health Center and its programs.
   a. Maintain a cooperative relationship with other Health Center staff and employees.
   b. Demonstrate tact, courtesy, and respect in communication and interaction with Health Center patients, visitors, and staff and with outside agencies and programs.
   c. Promote a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
   d. Dress appropriately to promote professionalism within the Health Center.
14. Advance job knowledge and skills through continuing education efforts after approval of Health Center Administration.
15. Attend staff and other meetings, in-services, and other events as directed by supervisor.
16. Participate in the implementation of grants, contracts, or projects being carried out under the auspices of the Red Cliff Community Health Center and at the direction of the Administrator of the Health Center. These activities are to comply with the directives of Tribal and Health Center Administration and to fulfill the conditions and stipulations of the grant, contract, or project.


2/3/2012
specific duties will reflect the individual grant, contract, or project and the concurrent needs and resources of the Health Center. These assignments will vary from time to time due the cyclical nature of these program efforts.

17. Perform other duties as assigned.

QUALIFICATIONS:
1. High school diploma, HSED, or GED.
2. Diploma or Degree in Administrative Assistant or office related field.
3. Yearly certification in CPR.

KNOWLEDGE
4. Good oral communication and customer service skills.
5. Experience working in medical office setting preferred.
6. Personal abilities and maturity to function in a fast paced environment; to work with a diverse population (clients or patients, co-workers, professional staff, administration, outside agency staff, and the general public).

PERSONNAL CONTACTS:
Daily contact with patients, visitors, primary care providers, Tribal and Health Center Administration, and other Health Center staff.

WORK ENVIRONMENT:
1. Red Cliff Community Health Center; office and clinic settings.
3. Exposure to hazards of the health care industry.
4. Work setting must be maintained as a clean, nonsmoking, well-ventilated area in compliance with all applicable safety regulations.

PHYSICAL REQUIREMENTS:
The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead storage. Weights to be carried are usually less than 50 pounds.

TRAVEL REQUIREMENTS:
Must have valid WI driver’s license, vehicle, and at least liability insurance. If no insurance, must get within three weeks. Must be eligible for Tribe’s vehicle insurance.

May require overnight travel to attend meetings or training.

POSTED: JANUARY 23, 2012
DEADLINE: FEBRUARY 7, 2012

FOR FURTHER INFORMATION CONTACT:
Red Cliff Human Resources Office
88385 Pike Road, Highway 13
Bayfield, WI 54814
(715) 779-3706 ext. 267 or 268

rwygonik@redcliff-nsn.gov
susie.gurnoe@redcliff-nsn.gov

Job Description

POSITION: Red Cliff Elderly Services Department Manager

LOCATION: Within the Red Cliff Family Services Division

PHYSICAL LOCATION: To Be Determined

SALARY: $12.00-13.50 per hour DOQ.

THIS IS A REGULAR FULL-TIME EXEMPT POSITION

SUPERVISOR: Family Service Division Administrator

JOB SUMMARY: This position is responsible for the overall and day to day management of all programs and staff that make up the Elderly Services Department. Functions of the position include assessing, planning, organizing, budgeting, reporting, supervising, coordinating, delegating and development of grants which may serve to grow the department to meet needs of elderly within our community. Currently funded programs that fall under the elderly services department include: the Foster grand-parent program, the Elderly Nutrition program, the Family Caregiver Support and Senior Companion programs and Aging resource and disabilities program.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the administration of the Red Cliff Tribes Elderly programs/ includes managing of the budget, completing and submitting project reports to the funding agencies meeting timelines and reporting requirements, managing and supervising the staff who are responsible for the implementation of the programs.
2. Develop and maintain an updated Elderly Services Department Strategic plan that includes identification of Elderly service Needs, strategies to meet those needs, assessing, planning, organizing, budgeting, reporting, supervising and development of grants which may serve to grow the department.
3. Prepare grant renewal applications on a timely basis and seek additional funding sources through the planning development and submission of applications to various funding sources and agencies.
4. Where program staff is limited the Department manager must assume duties of a program coordinator to ensure that program activities are functioning and elders are being connected to services and programs as eligible and interested
5. Oversee, assess and modify if necessary, the referral processes that bring services and assistance to Tribal Elders in need
6. Oversee and maintain, update and assure that existing MOU's are carried out and carried on establishing new MOU's or MOA's as needed and necessary.
7. Prepare and provide monthly department reports to Division Administrator gaining information and data from department staff as necessary to provide the complete picture.
8. Attend and participate in monthly Division staff meetings and other meetings as are necessary to fulfill grant obligations, or to keep informed of elderly ageing systems within the state and federal government as they pertain to the Tribal Elderly Services Department.
9. Participate as necessary and required meetings conferences and other collaborative efforts that will provide updated information, opportunities to interface with other tribal ageing departments
10. Other related duties as assigned

Knowledge and Skills:

Must be well organized and able to manage multiple tasks at one time.

Must be able to communicate effectively in both written and oral manner

Must have knowledge relative to the unique circumstances and situations of Tribal Elderly populations

Must have knowledge regarding multigenerational cultural trauma and how that is manifested within the tribal community and effects the tribal elderly population

Must possess knowledge as it relates to the unique culture and traditions of the Red Cliff Tribal Community and its family systems

Must be able to seek gain and incorporate additional knowledge and skills as they relate to growth within the position to actively participate in the effective expansion of this department within the tribal population when considering the trend of the aging population to grow.

Must be knowledgeable about the existing helping systems and able to establish positive working relationships with them to enable appropriate exchange of relevant information and establishment and or carry on of referral processes

Must have leadership abilities, AND team management skills

Must be able to deflect negative attention and turn it into positive learning situations.

Must maintain within the Community of Red Cliff a credible reputation as it relates to establishing a perception of self that projects an “I care about you attitude” and treat co workers, clients and community in this manner.

Must be able to interpret written rules and regulations on elderly Items and needs; to translate and incorporate those interpretations into working documents as they may relate to developing position statements and talking points for tribal leadership presentations in/on local, state and national agendas.

Educational requirements:

We desire the person who fills this position to possess a high school diploma, at least an associate of arts (2 year) degree in the human service professional or similar area of study. The most important criteria for fulfillment of this position is the sincere demonstration of the ability to meet the above requirements in the areas of knowledge and skills, and the ability to perform the duties with compassion.

The assumption that one has gained possession of these pieces of knowledge through formal training and education exists. However if you can demonstrate the abilities to a degree that would compare to formal educational achievement you will be considered.

Personal Contacts: Frequent contacts with Bayfield and Ashland County Aging units, Aging Disabilities resources of the North (ADRS) agency and may need to assume board membership. Northern Area Agency on Aging in Rhinelander (Title III) Administration on Aging (AOA) Chicago and Washington DC (Title VI) Wisconsin association of Nutrition Directors (WAND) Madison, Bureau of aging and long term care Madison, Various other state and tribal agencies from around the state, GLITC tribal technical assistance center on aging. Daily contact with elderly department staff/ ongoing contact with tribal elderly population/ Divisional staff such as supervisor and colleagues, and tribal accounting staff and property and procurement staff as necessary to manage budgets and supplies that are purchased.

Physical Requirements: this position will require standing, bending, lifting, and the securing of techniques for assisting elders into and out of vehicles, to facilitate CPR and other life saving techniques in emergency situations such as the Heimlich maneuver.

Travel Requirements: Extensive travel is required to attend trainings and meetings all over the state and beyond. Overnight stays will be required

Additional Requirements: In addition to a complete tribal application, a resume, and a letter of interest you are required to provide a written essay of your philosophy of providing services to tribal elderly populations.
JOB DESCRIPTION

POSITION: Dental Assistant

LOCATION: Red Cliff Community Health Center

SALARY: Negotiable depending upon qualifications

THIS IS A REGULAR FULL-TIME NON EXEMPT POSITION

SUPERVISOR(S): Dentist and Health Center Administrator

JOB SUMMARY: Serves as a certified or registered dental assistant aiding the dentist in performing restorative, prophylactic, endodontic and surgical procedures.

DUTIES AND RESPONSIBILITIES:
1. Performs limited intra-oral procedures and chair side assistant duties in all phases of prosthodontic, surgical, endodontic and periodontal treatment as provided in general dentistry.
2. Receives and routes patients and assists patients in completing medical history questionnaire.
3. Charts examination and treatment information as relayed by the dentist.
4. Maintains dental equipment in a clean and operative condition, including sterilization of instruments, materials and equipment.
5. Properly lays out all instruments and materials needed for each treatment, prepares all tray sets for operative, endodontic and surgical procedures.
6. Instructs patients in preventive dental care; demonstrates brushing and flossing techniques and use of disclosing tablets, explains the cause of decay and its relationship to diet.
7. Takes radiographs, impressions for study models, applies rubber dam, removes sutures, performs prophylaxis and applies topical fluoride.
8. Obtains and records vital signs as directed by dentist.
9. Relays dentist’s instruction to patients for post-op care.
10. Maintains and records for supply levels and order supplies to be used and charting forms
11. Applies sealants as directed by dentist.
12. Aids in training of trainee dental assistants. Demonstrates clinic maintenance, chair side assistance and radiographic duties regularly performed. Observes and advises trainee as they perform these duties.
13. Parses and trims models and fabricates custom temporaries.
14. Complete monthly, quarterly, and annual reports as required by Health Center Administration, Health Board, Tribal Council, regulatory bodies, and/or third party payers. Maintain a record of all reports and supporting documentation as required.
15. Maintain the confidentiality of all client specific information and data in accord with federal and state guidelines and requirements.
16. Present a professional, caring image for the Health Center and its programs.
   a. Maintain a cooperative relationship with other Health Center staff and co-workers.
   b. Demonstrate tact, courtesy, respect in communication and interaction with Health Center patients, visitors, and staff and with outside agencies and programs.
   c. Promote a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
   d. Dress appropriately to promote professionalism within the Health Center.
17. Utilize the resources, materials, office supplies, equipment and physical plant allocated for use by the Red Cliff Community Health Center in accord with professional practice norms and Tribal

18. Participate in quality assurance measures conducted within the Health Center.
19. Adhere to a professional code of conduct and applicable federal and state laws and regulations in the discharge of these assigned duties.
20. Attend staff and other meetings, in-services, and other events as directed by supervisor.
21. Participate in the implementation of grants, contracts, and projects being carried out under the auspices of the Red Cliff Community Health Center and at the direction of the Administrator. These activities are to comply with the directives of the Tribal Council and Health Center Administration and to fulfill the conditions of the individual grant, contract, or project. The specific duties will reflect the individual program in initiative and the concurrent needs and resources of the Health Center. These assignments will vary from time to time due to the cyclical nature of these program efforts.
22. Performs other job related duties as directed by the immediate supervisor or Tribal Administration.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of oral anatomy and bone structure of the face to take diagnostic dental radiographs. Basic dental disease prevention techniques, basic dental terminology and record keeping procedures. Knowledge of sterilization and infection control techniques.

QUALIFICATIONS: Successful completion of an assistant program recognized and accredited by the American Dental Association that included radiographic techniques, darkroom/processing and film mounting.

PERSONAL CONTACTS: Daily contact with patients, visitors, primary care providers, Tribal and Health Center Administration, and other Health Center staff.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead storage. Weights to be carried are usually less than 50 pounds. At times, the Dental Assistant will be required to personally assist patients.

WORK ENVIRONMENT: Red cliff Community Health Center; office and clinic settings. Exposure to hazards of the health care industry. Work setting must be maintained as a clean, nonsmoking, well-ventilated area in compliance with all applicable safety regulations.

TRAVEL REQUIREMENTS: Must have valid WI driver’s license, vehicle, and at least liability insurance. If no insurance, must get within three weeks. Must also be eligible for the Tribe’s vehicle insurance. May require overnight travel to attend meetings or training.

POSTING: January 18, 2012
DEADLINE: February 16, 2012

FOR FURTHER INFORMATION:

Red Cliff Tribal Administration Building
Personnel Office
88385 Pike Road
Hwy 13
Bayfield, WI 54814

Red Cliff Early Childhood Center
Regular Policy Council Meeting
MINUTES
Wednesday, December 14th, 2011
12:00 (noon) @ Memengwaa Trailer

Policy Council Members Present:  Jeannie Balber, Karalee Derschan, Nora Cadotte, Ed Berg, Clarissa Bressette

Others Present: Nicky Gurnoe, Head Start Director; Nicole Boyd, Family Services Manager; Susan Haas, Health & Mental Health Manager; Gina LaGrew, Transition/Enrollment Manager

Sign-in completed. Meeting called to order by Jeannie at 12:05pm.

Minutes: November 8th, 2011
Nora motioned to approve the November 8th, 2011, minutes, Clarissa seconded, all in favor, motion carried.

November Financial Reports
Nicky described reports and answered questions, Gina answered In-Kind questions and described in-kind.

Environmental, Health and Safety Plan
Sue explained changes. Discussion was held on head lice policy including 24-48 hours in language. It was noted that diaper disposal will be noted at end of day or as needed per hygiene. There was MSDS discussion. PC gave input, feedback and discussion about a smoke-free campus. A roll call vote was completed to move to a smoke-free campus: Karalee- Yes, Clarissa- Yes, Nora- No, Ed- No, Jeannie- Yes (tie breaker). Clarissa made a motion to approve the Environmental, Health and Safety Plan, Ed seconded, all in favor, motion carried.

Health Services Plan
A motion was made by Karalee to table the plan, Ed seconded, all in favor, motion carried. Plan will be added to the January meeting.

2011 ECC Self Assessment Report and Improvement Plan
Nicky and Nicole presented the PC with information relating to the Assessment Report and Improvement Plan. Karalee motioned to approve, Ed seconded, all in favor, motion carried.

Ratify Poll Vote: Child Care Teacher
Nora motioned to ratify the poll vote, Ed seconded, all in favor, motion carried.

Ratify Poll Vote: $5000 WI Partnership Program Grant Application
Karalee motioned to approve the poll vote, Ed seconded, all in favor, motion carried.
Ratify Poll Vote: $5000 HS Supplemental Grant
Nora motioned to ratify the poll vote, Ed seconded, all in favor, motion carried.

EHS/HS Grant Timeline
The timeline was distributed to PC and explained by Nicky. No action needed.

Other
PC wants to thank everyone that donated baked goods for the fundraiser and who purchased. $380.00 was raised and will be used for purchasing books for the children.

Next Meeting: January 10th, 2011 at Noon

Program Governance Training: January 12th 9-12 @ ECC

Adjourn
Karalee motioned to adjourn at 1:11pm, Clarissa seconded, all in favor, meeting adjourned.
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<td>WENDY FLETCHER</td>
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Subs Needed!!!!

The Early Childhood Center is in desperate need of subs! If you or someone you know is interested in spending your days caring or cooking for children please contact Ashley Peterson to learn more about becoming a sub or pick up a sub packet at the main office. To become a sub you must have a background check, current physical and TB test, confidentiality training and pre-employment drug test, shaken baby syndrome and sudden infant death syndrome training, and a shadow day (maybe a little more paperwork too). It sounds like a lot, but it is possible and we must take precautions before allowing individuals to care for our precious children! Please call 715-779-5030 and speak with Ashley or any ECC staff for more info.

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Head Start Bus Transportation

Head Start will pick up and drop off each child at the specified location AS INDICATED ON YOUR TRANSPORTATION FORM. If there is a change in transportation, please notify the Head Start immediately. The bus is unable to wait more than two (2) minutes for a child, unless weather or other conditions affect the bus schedule.

Food, drinks, candy, and toys are not allowed on the bus.

A designated adult must come out to the bus when picking up and dropping off a child. Monitors are not responsible for escorting children to and from the bus stop.

*Bus times are approximate and please be advised that the bus could be running anywhere from 5-10 minutes earlier or later on any day. We apologize for this!!!!*

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If you have any transportation concerns or bus changes, please call the center @ 715-779-5030 ext 0. Please call at any time, even the night before, if you know your child will not be riding the bus.

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Red Cliff Early Childhood Center
88385 Pike Road (Mailing)
89830 Tiny Tot Drive (Physical)
Bayfield, WI 54814
715-779-5030
715-779-5046 (Fax)
www.redcliffecc.org
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<td>7B CHEERIOS, CINN</td>
<td>8B CORN CHEX, BANANA,</td>
<td>9B BRAN FLAKES, PEACHES,</td>
<td>Milk served with all meals</td>
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<td>ORANGES</td>
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<td>MUFFIN</td>
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<td>L SHEPARD PIE, CARROTS,</td>
<td>L CHIX FINGERS, SW</td>
<td>L HAM BEAN SOUP, CHEZ</td>
<td>L KIELBASA, MAC/CHEEZ,</td>
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<td>SAND, PINEAPPLE, VEG/DIP</td>
<td>TROP FRUIT, SALAD, PEAS</td>
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<td>S CRACKERS/CHEEZ</td>
<td>S PUDDING/WAFFLE FINGERS</td>
<td>S SLEEPY BEAR/MILK</td>
<td>S VEG/DIP</td>
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<td>13B BK HB BAKE, FRUIT</td>
<td>14B CORNFLAKES, STRAWBERRIES,</td>
<td>15B KIX, PEARS, CC, MUFFIN</td>
<td>16B HB OATS, BERRIES,</td>
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<td>L PIZZA BRG, FRY, PEACHES,</td>
<td>L CHIX HD, GR BEANS, SLAW,</td>
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<td>L HAM, PEARS, PEAS, BABY REDS, BUN</td>
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